

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 24 March 1955

FROM : Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

25X1A a. [REDACTED] (continued item)

A study is being made of the operations and work load of the Depot from a management viewpoint for the purpose of developing work measurement factors and determining procedural efficiency. When this study is completed, the personnel structure will be analyzed and evaluated in order to determine the adequacy of authorized strength. The results of this study will be useful in future action to implement a recent recommendation of the IG, in which he called for a management review of the Depot.

b. Supply Training: (continued item)

- 25X1A (1) The Division's Training Coordinator visited [REDACTED] for the purpose of observing the type of supply training given to students of the Sixth Logistics Support Course. As a result of this observation, further discussions will be held with the Logistics Training Officer with a view of adding one week to the Supply Division portion of the headquarters phase of future Logistics Support Courses. This additional week, to be obtained from the [REDACTED] portion, will, it is believed, be more beneficial to students by concentrating on student participation in practical case problems and studies. In this way, all students taking the Course (rather than only that portion of the class which undergoes further training at [REDACTED] would obtain the necessary training in practical field supply operations.
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- 25X1A (2) [REDACTED] who is scheduled for an administrative assignment in the FE area, is receiving orientation and briefing on Supply Division's mission, functions, and responsibilities.
- 25X1A (3) The GSA Regional Training Officer visited the [REDACTED] for the purpose of conducting a four hour training seminar for supervisory personnel. The seminar was devoted to a discussion of the role of supervisory personnel in warehouse operation, with particular emphasis being placed on production and safety.

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2. PROJECTS AND STUDIES IN PROCESS:

a. Flex-O-Print Catalog: (continued item)

(1) The following classes, having been typed and mounted, are ready for delivery to Reproduction:

- (a) Class 5930, Switches
- (b) Class 5925, Circuit Breakers

(2) The proof copies for Class 5995, Cable, Cord and Wire Assemblies, and Group 62, Lighting Fixtures and Lamps, have been received and reviewed by the Catalogers. The proof copies were satisfactory, and Reproduction Division can begin printing the required number of copies of each catalog.

b. Requirements Forecasts: (continued item)

(1) Requirements Forecasts, FY 1956 and FY 1957:

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(a) Extracts of requirements appearing in the special Commo, Medical, TSS, and Buried and Cached sections of the Forecasts have been prepared and submitted to the Offices and Staffs concerned. The Commo listing was supplemented to include requirements for selected communications materiel appearing in other sections of the forecasts. Requirements for motor vehicles, including maintenance, have also been extracted and forwarded to the Chief, Vehicle Section/SD.

(b) Weight and cube data for selected Army Ordnance and Signal Corps items have been processed for inclusion in IBM machine records.

c. Supply Regulations: (continued item)

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[REDACTED] Editorial changes are continuing to be made jointly by Regulations Control Staff and the Supply Division. This editorial review is being expedited.

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(2) [REDACTED] Editorial changes are continuing to be made jointly by Regulations Control Staff and the Supply Division. This editorial review is being expedited.

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(3) [REDACTED] Replacement Standards for Administrative Equipment: Work on this regulation, which previously had been suspended, has been resumed.

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(4) [REDACTED] Re-evaluation and modification are continuing.

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(5) [REDACTED] The initial draft of the proposed publication is still under review.

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(6) [REDACTED] This proposed regulatory issuance is undergoing policy and administrative review by AS/OL.

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(7) [REDACTED] This proposed regulatory issuance is undergoing policy and administrative review by AS/OL.

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(8) [REDACTED] An initial draft of this proposed regulation which outlines the scope, purpose, and basic objectives of the Agency Standardization Program has been developed and is in process of review.

(9) The instructions for the preparation, use, and distribution of the new "Shipping Document", Form No. 291, were discussed and evaluated at a meeting held 17 March attended by representatives of the Supply Division. General agreement was reached on the instruction with a few minor details still to be worked on, but no problem is envisioned in finalizing the paper.

3. OTHER ITEMS OF INTEREST:

a. Special Ordnance Materiel: (continued item)

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b. Safe Files: (continued item)

There are 55 legal size safe filing cabinets in stock and 379 due out.

c. European Trip: (continued item)

No answers have been received from the field on any of the dispatches concerning the problems and recommendations of the European trip report. No information is yet available from the field to permit evaluation of the advisability of central procurement of vehicle parts.

d. Consolidated Memorandum Receipts on Detached Stations: (continued item)

Five CMR's comprising 283 line items were prepared and dispatched to field stations concerned. Semi-annual CMR's were received from [REDACTED] and are now being reconciled. This leaves a balance of 18 CMR's to be returned by field stations.

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e. Surplus Property: (continued item)

(1) Twenty-eight (28) line items of surplus or obsolete property were disposed [REDACTED]

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(2) A procedure is being developed for the disposal of excess material through an NEA proprietary project.

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f. Stock Replenishment of [REDACTED] Manufactured Items: (new and completed item)

Stock levels for [REDACTED] manufactured items in all material groups have been reviewed against current need and suitable substitutes. Requisitions for sixteen line items with a total dollar value of \$25,271.80 have been completed and forwarded to Procurement. Inasmuch as these requisitions are based on FY 55 and FY 56 requirements, revision may be necessitated when the FY 56 and FY 57 requirements are received.

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g. Review of Average Price Listings: (completed item)

The average price computation listings for all material groups have been reviewed for determination of correct average price. The listings have been returned to the Machine Records Division for action.

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h. Special Review of Photographic Material: (new and completed item)

✓ A special review of photographic stocks has been completed, and replenishment requisitions prepared. The stockage of these items is conditioned by the life expectancy of the item in storage which precludes replenishment on the normally established cycle of the material group.

i. Relocation and Acquisition of Material for the Office of Communications: (new and completed item)

The acquisition and relocation of stock for the Office of Communications two, five, ten, thirteen, fifteen, and twenty man radio stations being established for strategic use are now complete with the exception of follow-up on two items.

j. Field Visit: (new and completed item)

A member of the Catalog Branch, in conjunction with a representative of the Office of Communications, is attending the International Radio Engineers Convention in New York City for the purpose of obtaining information on the latest developments in the electronics field.

k. Stock Level Review and Replenishment: (new and completed item)

(1) The quarterly review of the stock levels for general and administrative supplies, Material Group VII, has been completed and the results prepared for machine listing purposes by the Machine Records Division.

(2) Replenishment requisitions, consisting of 263 line items, have been completed for industrial machinery and instruments, Material Group III. These requisitions have been forwarded to Procurement for processing.

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l. Guard Training - [REDACTED] (new and completed item)

Part I of a Guard Force Handbook has been completed [REDACTED] and will be used during the Guards Training Course scheduled to commence this week. The GSA Regional Training Officer plans to attend and observe the opening classes of the training program.

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m. Change of Management - [REDACTED] (new and completed item)

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On Monday afternoon, 14 March, it was announced at a meeting of Company personnel on the site that after 30 June the [REDACTED] will no longer operate this Station. Our four employees at the Station were in attendance at the meeting. Further, local press releases of this announcement appeared later in the week. General reaction was one of complete surprise. Staff members stated privately that rumors of a change had been heard but no confirmation could be obtained. Most personnel aboard are apparently waiting to see what will happen prior to the coming

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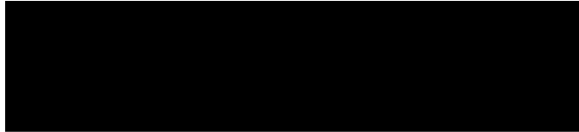
4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

Current status of Division objectives reported to Technical Review and Policy Staff on 4 February.

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